



**Office of Human Resources**  
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 Annapolis, MD 21401-2535

[CityJobs@annapolis.gov](mailto:CityJobs@annapolis.gov) · 410-263-7998 · Fax 410-295-7999 · Deaf, hard of hearing or speech disability – Use MD Relay or 711 · [www.annapolis.gov](http://www.annapolis.gov)

## Position Vacancy Announcement

Position	Community Relations Specialist	Opening date	June 11, 2015
Department	Mayor's Office	Closing date	July 6, 2015
Salary range	\$50,979 - \$81,566 (A12)		

### General statement of duties

Implements initiatives designed to address constituent needs within the Annapolis community; performs special projects at the direction of the Mayor or City Manager.

### Distinguishing features of the class

This is a responsible position implementing the projects and programs of the Mayor's Office. May act as a representative for the Mayor with community groups and at various functions.

### Examples of work (illustrative only)

- < Responds to constituents to resolve individual issues and concerns and advise Mayor or Human Services Officer of any such issues and possible resolutions;
- < Represents the Mayor with community association meetings and in addressing various concerns and problems of the community;
- < Serves as the point of contact for the community in accessing resources;
- < Serves as a liaison to Commission on Aging and principal point of contact for Annapolis Senior Citizens; also serves as liaison to other Boards and Commissions as directed by the Mayor;
- < Works with Grants Coordinator on mentoring initiatives supported by the City of Annapolis; and oversees nonprofit grant recipients, including site visits and performance monitoring;
- < Provides technical assistance and training in the area of capacity building for community groups, including tenant councils at Housing Authority of the City of Annapolis;
- < Coordinates job skills training efforts targeted at low skilled/unemployed populations; works to address needs of various underserved populations;
- < Attends Housing Authority of the City of Annapolis related meetings, including tenant council and Board meetings;
- < Assists with special projects as directed by the Mayor or the City Manager;
- < Coordinates Mayor's Senior Forum, annual Mayor's Holiday Senior Luncheon and other events;
- < Serves as City's Title VI Coordinator for Transportation and Community Development activities;
- < Works with education, business, faith and non-profit organizations in establishing programs and initiatives as directed by the Mayor or City Manager;
- < Serves as representative with foreign students and visitors studying municipal government operations;
- < Performs other related duties as assigned.

### Required knowledge, skills and abilities

Knowledge of human relations and organizational development dynamics; some knowledge of governmental policies and procedures; ability to establish and maintain effective working relationships with employees, civic and community groups, and the public; ability to communicate effectively, orally and in writing; ability to develop and provide training on community issues related to programs goals and objectives; thorough knowledge of government functions, structures and capabilities; significant experience in constituent services and in identifying and accessing local resources; strong consensus building skills and experience utilizing alternative dispute resolution techniques such as mediation to resolve community conflicts; good judgment; tact and courtesy.

**Acceptable experience and training**

Bachelor's degree from an accredited college/university. Experience in a human services or constituent services related field or any equivalent combination of acceptable education and experience providing the necessary knowledge, skill and abilities. Prefer experience in working with social media for outreach and fluency in Spanish. Candidates will be asked to provide a writing sample in both English and Spanish (if fluent).

**Americans with Disabilities Act**

Physical ability: ability to sit continuously at a computer terminal or desk for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer etc.; to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording effectively with other individuals in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

**Application process**

Candidates must complete a City of Annapolis application form. The application is on-line at [www.annapolis.gov](http://www.annapolis.gov) and must be filed by the closing date. Please attach a resume and cover letter for consideration. Include a writing sample in English as well as Spanish (if fluent).

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.